



Departmental Quarterly Performance Report

Department Name: Office of Historic Preservation

**Reporting Period:
FY 04-05
Second quarter**

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Departmental Quarterly Performance Report

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Reporting Period:

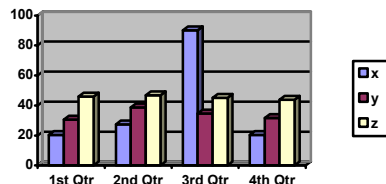
MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

Describe initiative and provide status update

Insert associated performance measures, if applicable, e.g.



☐ Strategic Plan
☐ Business Plan
☐ Budgeted Priorities
☐ Customer Service
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

Historic Sites Survey project:

Extension of project has been requested and approved to undertake next phases of Survey.

Bid Waiver process is underway with GSA to allow continuing contract with Survey Consultant for next phase.

Scope of Services is being drafted for next phase.

☒ Strategic Plan
☒ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

MacFarlane Homestead Historic District Rehabilitation project:

The City of Coral Gables Historic Preservation Board approved the planned restoration elevations and necessary variances for the four houses; construction drawings have been generated and submitted for permitting. A Request for Qualifications for general contractors was approved, and a general contractor has been identified. A Request for Services was both solicited and approved for required pest control and for required moving/storage companies, and those companies have been identified. All subcontracts are in process of being signed.

☐ Strategic Plan
☐ Business Plan
☐ Budgeted Priorities
☒ Customer Service
☐ Workforce Dev.
☐ Audit Response
☐ Other _____
 (Describe)

Redland Farm Life School Rehabilitation project:

To date: the structural walls have been strengthened and reinforced, the interior demolition and debris removal has been completed, and the new roof has been installed and painted.

Sandblasting and pressure cleaning of building is underway. Bids are being solicited for installation of windows.

☐ Strategic Plan
☐ Business Plan
☐ Budgeted Priorities
☒ Customer Service
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☐ Other _____
 (Describe)

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<u>Dice House Historic Site</u> Foundation for new site is completed. Relocation of house is now completed. Rehabilitation of house is the next step.	<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
	<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
	<input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)
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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	4.5*	4.5*	4.5*		3.5	1				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes: *4.5 Director position is divided between Office of Historic Preservation and Art in Public Places

B. Key Vacancies

One Historic Preservation Specialist 3 (Archaeologist) retired in January.

A temporary employee is currently doing duties.

C. Turnover Issues

D. Skill/Hiring Issues

E. Part-time, Temporary and Seasonal Personnel (Including the number of temporaries long-term with the Department)

F. Other Issues

One Historic Preservation Specialist II is on Short-Term Disability; this will continue into Long-Term Disability.

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	Second quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
General Fund	169	186	47	34	93	73	-20	39%
Total	169	186	47	34	93	73	-20	39%
Expense*								
Salaries	223	253	63	22	126	52	-76	20%
Fringes	68	75	18	7	36	14	-22	19%
Operating	47	37	9	4	18	10	-8	49%
Reimbursement to Expenditures (CDBG Admin. Support Grant FY 05 - Jan. 1 - Dec. 31, 2005)	-169	-179	-45	-12	-45	-12	-33	7%
Total	169	186	45	21	135	64	-139	24%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total					

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date _____